



Stevens Memorial Library
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Summary of Trustee Meeting May 15, 2013

Meeting started at 4:10 P.M.

Paula called meeting to order.

Present: Paula Dowd, Margaret Donovan, Paula St. Laurent Kuehl, Debra Mercier, Mary Kate Romano, and Joseph von Deck

The Gardner News reporter asked permission to record meeting.

Trustees agreed the meeting could be recorded.

Paula stated that the library has spent 84% of the budget and some line items were at 86% at this point in FY13. Margaret stated that after speaking with the town accountant the library budget should be fine. We also can use the \$5,817.01 received from FY13 State Aid to Public Libraries Fund and the \$3,500.00 from the rent of the Stevens Building.

Joe asked if the salary line item included the 2% increase.

Paula stated that it did.

Margaret stated that the library had received from Erb & Erb Law Firm the distribution letter from the Whittemore Trust Fund. This year the library will receive \$36,736.35.

Paula asked for a copy of the letter.

Joe asked if the library received a lump sum or was it dispersed. Also does the library have individual trust funds or one fund?

Paula stated that there is just one trust fund account. The individual accounts were consolidated

many years ago.

Deb asked if this year's amount from the Whittemore Trust was higher or lower than years past.

Margaret stated that she was not sure but felt it was around the same amount as last year.

Paula asked Margaret about Downtown Days.

Margaret stated that Louise Reid had asked if she could use the Community Room for her book sale at Downtown Day on June 29th. The sale would be from 10:00 A.M. to 4:00 P.M.

Margaret stated that if it was okay with the board she would be in the library on the main floor and Louise had two volunteers to be on the ground floor. This would prevent anyone entering the library.

Deb made a motion to let Louise Reid use the library for her book sale. Kate second and all were in favor.

Paula asked Margaret about the library passes, stating that they had already discussed the Higgins Armory pass at the April Meeting.

Margaret stated that other passes had expired and she would like to know if the board would consider renewing the passes. Davis Farmland and The Russian Icon Museum were two that had expired which were very popular with our patrons.

Even though the board had discussed Higgins Armory and decided not to renew the pass.

Margaret asked if the board would reconsider. Many patrons wished the library would keep the pass until the Armory closed in December.

Paula asked Margaret to put together a list of the passes that were coming up for renewal with the cost of the pass for the June meeting.

Paula asked Margaret if she had kept a record of what newspapers and magazines had been read since the April Meeting.

Margaret stated that she thought we were going to just record the interest in the Wall Street Journal. Which no patron had asked for.

Deb stated we wanted all of them recorded to see if money could be saved.

Margaret stated most of the magazines had not been renewed and she would record all the newspapers.

Deb stated we should get sponsors for the magazines.

Joe stated that if we went through a distributor for the magazines the cost should be less.

Margaret stated that she would look into what magazines are donated and what the cost is for our current selection.

Margaret stated that the lease on the Stevens Building was expiring on June 30th. The Historical Piano Concert, Inc. would like a ten year lease.

Joe stated that at the February Meeting the board briefly discussed an increase in the rent.

Margaret handed all the trustees a copy of the current lease.

Joe asked if the lease money went into the trust fund account.

Margaret stated that it was a separate line item in the library budget.

Joe stated that the board should renew the lease for three years under the same terms as the current lease then revisit to perhaps increase the rent.

Paula asked for a motion.

Joe made a motion to lease the Stevens Building to the Historical Piano Concert, Inc. for three years under the same terms and conditions as the current lease.

Kate second and all were in favor.

Paula stated that she wanted the craft supplies that the library had to be used for the Summer Reading Program.

Margaret asked if the board was going to authorize any dollar amount for the Summer Reading Program. That any craft material that could be used is always used. But in the past Cheryl had a budget to have performers, programs, prizes, the kickoff party, and ending party.

Margaret would use whatever she could for prizes but felt she needs some idea of a budget. She stated that some performers and programs ranged from free to \$450.00. She will try to get the best for less but did not want to call without a ballpark figure.

Paula Kuehl stated that we should give a general amount to the Summer Reading Program.

Paula Dowd stated that \$1500.00 would be a baseline.

Joe asked is that the top line or just something to go by.

Paula Dowd stated that should be enough for performers, program, etc.

Margaret stated that after speaking with a salesman at Staples a laser printer would be best as a public printer. This type of printer uses toner instead of ink. Toner last longer and the quality is better. The salesman stated that all the brands they carry would do the job. However he suggested Brothers Printer which they use. The price of printers range from \$110.00 to \$140.00.

Margaret stated that the public printer had been working fine if the board wanted to wait to purchase a new printer. Paula stated let's just buy one now, get the information and price; then she will write a check.

Paula stated that she would like to hire an accounting firm to go over the trust fund check book with the new treasurer. An accountant could come in once or twice a year as needed. It would be a minimal cost.

Joe asked Paula if she knew what it would cost for this service.

Paula stated between \$200.00 and \$300.00 a year which would be well worth the cost. We are a business.

Paula Kuehl asked who does the checkbook now.

Paula Dowd stated that the treasurer did, however currently she is taking care of it and it is not balanced. It is off by about \$300.00.

Kate made a motion to look into this service. Joe second all were in favor.

Paula Dowd stated that she would like to wait on the slate of officers as she has been told some trustees will be resigning.

Joe made a motion to defer action.

Paula asked Margaret about the problem with the building.

Margaret stated that there were turkey vultures sitting on the chimney, pigeons making a mess on the trim out front and the front steps, and small birds nesting on top of the lights near the front doors.

Margaret wondered who was responsible to fix the problem. Where it is a town building is it the town or the trustees.

Paula Kuehl stated that maybe we could call a local tree service that has a bucket truck to get rid of the birds.

Joe stated that the Historical Society had a problem with bats in their building and hired an independent contractor to get rid of the problem.

Paula Dowd suggested that we call the town hall to start and see what they say.

Margaret asked that the minutes from the February 4th meeting be read.

Joe stated that on page 2 owned was spelled wrong and would make a motion to accept the minutes as amended.

Deb second as amended, all were in favor.

Paula Dowd asked for a motion to adjourn when Nancy Gahan asked if the citizens in the room would be allowed to speak.

Paula Dowd stated that she could not answer any questions pertaining to the investigation.

Daryl Turek stated that the chair mentioned \$275.00 missing and can't find it. I think that should be talked about. Is this what the investigation is about?

Paula stated that we are talking apples and oranges here; one thing has nothing to do with the other.

Meredith Fagan stated that we elected you and we should be able to ask questions.

Joseph Olivari stated that this is just like what happened nine years ago to Sergeant Brennan. He was put on administrative paid leave for 9 month and the town found nothing. Sergeant Brennan was reinstated.

Deb made a motion to adjourn.

Kate seconded; Joe and Paula Kuehl were in favor. Margaret did not hear the motion and did not vote.

Gary Howland requested the list of names and addresses be part of the minutes.

Attachment: List of residents that attended the meeting.

These minutes were amended and approved by the Board of Trustees on 6/4/13